

DEPARTMENT OF COMMERCE
NORTH CAROLINA CEMETERY COMMISSION

Records Retention and Disposition Schedule

Departmental Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. This Records Retention and Disposition Schedule reflects a departmental name change from Department of Economic and Community Development to Department of Commerce. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedule dated May 15, 1991. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

NORTH CAROLINA CEMETERY COMMISSION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. Public records including machine readable records not listed in this schedule are not authorized to be destroyed. The

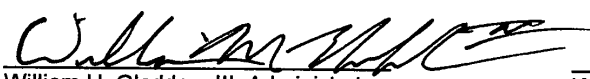
NORTH CAROLINA CEMETERY COMMISSION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

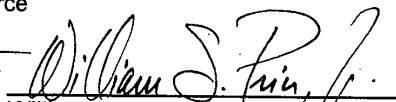
APPROVAL RECOMMENDED



Hector A. Alonso, Chief Records Officer
Department of Commerce



William H. Gladden, III, Administrator
North Carolina Cemetery Commission



William S. Price, Jr., Director
Division of Archives and History

APPROVED



S. Davis Phillips, Secretary
Department of Commerce



Betty Ray McCain, Secretary
Department of Cultural Resources

February 15, 1993


JH

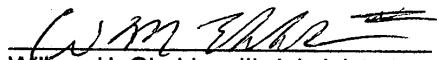
RECORDS RETENTION AND DISPOSITION SCHEDULE AMENDMENT

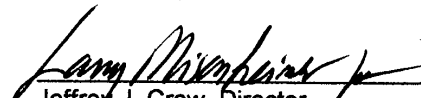
DEPARTMENT OF COMMERCE
NORTH CAROLINA CEMETERY COMMISSION

Amend the records retention and disposition schedule approved February 15, 1993 by changing the disposition instructions of Item 3987 as shown on substitute page dated June 30, 1997.


APPROVAL RECOMMENDED



Hector A. Alonso, Chief Records Officer
Department of Commerce


William H. Gladden, III, Administrator
North Carolina Cemetery Commission


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


E. Norris Tolson, Secretary
Department of Commerce


Betty Ray McCain, Secretary
Department of Cultural Resources

June 30, 1997

KLS

DEPARTMENT OF COMMERCE
NORTH CAROLINA CEMETERY COMMISSION

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NORTH CAROLINA CEMETERY COMMISSION

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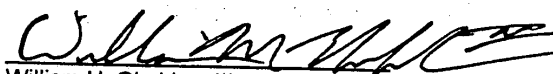
NORTH CAROLINA CEMETERY COMMISSION

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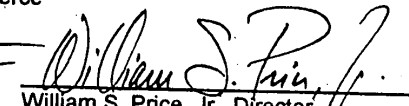
APPROVAL RECOMMENDED



Hector A. Alonso, Chief Records Officer
Department of Commerce

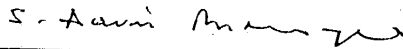


William H. Gladden, III, Administrator
North Carolina Cemetery Commission



William S. Price, Jr., Director
Division of Archives and History

APPROVED



S. Davis Phillips, Secretary
Department of Commerce



Betty Ray McCain, Secretary
Department of Cultural Resources

February 15, 1993

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

JH

**DEPARTMENT OF COMMERCE
NORTH CAROLINA CEMETERY COMMISSION**

ITEM 360. PERPETUAL CARE CEMETERIES GENERAL FILE.

Trust agreements, bonds, plats of cemeteries, certificates of title, articles of incorporation, layouts of lots, and copies of all forms and agreements offered to prospective purchasers of lots within perpetual care cemeteries. File also includes correspondence and other records related to the filing of bonds and trust agreements by companies in accordance with G.S. 65-70.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when cemetery is no longer licensed by the state. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 361. PERPETUAL CARE CEMETERIES AUDIT REPORT FILE.

Annual audit reports of Perpetual Care Cemeteries. Information includes financial statements, audit programs, and reports of grave spaces (including name of each purchaser). File also includes completed North Carolina Cemetery Commission assessment forms.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 2 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3895. ADMINISTRATOR'S SUBJECT FILE.

Records concerning subjects pertinent to North Carolina Cemetery Commission operations. File includes or concerns Administrative Procedures Act, discrepancies in cemetery operating procedures, public relations, the North Carolina Cemetery Association, budgetary and legal matters, correspondence, deposit receipts, administrative procedures, and other related subjects.

DISPOSITION INSTRUCTIONS: Destroy in office deposit receipts when released from all audits. Transfer remaining records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 3987. NORTH CAROLINA CEMETERY COMMISSION MINUTES FILE.

Minutes of the North Carolina Cemetery Commission. File also includes cassette tapes. (This is an essential agency record.) Amended 6-30-97

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 5 years to be microfilmed for permanent storage in the security vault. Microfilmed paper records will be returned to agency. A copy of microfilm will be sent to Archives for reference use. Transfer a duplicate copy of subsequent minutes to the State Records Center for security storage. Destroy in office cassette tapes when reference value ends.

ITEM 13213. PERPETUAL CARE CEMETERIES CORRESPONDENCE FILE.

Correspondence concerning complaints, licenses, and assessments. File includes monthly reports.

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center after 10 year(s). Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 13215. SALESPERSON LICENSE FILE.

Records concerning North Carolina Cemetery Commission's licensing of individuals to sell cemetery property and merchandise. File includes applications, renewal requests, and related correspondence.

DISPOSITION INSTRUCTIONS: Destroy in office 3 years after expiration of license.